

MINUTES

The clerk (recording secretary) of the Board shall keep the minutes of all Board meetings. Minutes become official upon approval by the Board and shall be retained as a permanent record of the NWESD 189. Minutes shall be comprehensive and shall show:

- 1) date, time, and place of the meeting;
- 2) presiding officer;
- 3) board members in attendance;
- 4) items discussed during the meeting and the results of any voting that may have occurred;
- 5) purpose of recessing to any executive session(s); and
- 6) time of adjournment.
- 7) Signature of presiding officer and date minutes approved.

Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled meeting of the Board and shall also be available to other interested citizens. Minutes need not be read publicly, provided that Board members have had an opportunity to review them before adoption.

A file of permanent minutes of all Board meetings will be maintained in the office of the Board Secretary to be made available for inspection upon the request of any interested citizen.

First Reading: 03/28/01
Second Reading: 04/25/01
Revised: 04/28/10

Reference:
RCW 28A.310.280
RCW 40.14.070
RCW 42.32.030
Cross Reference:
Policy 1210
Policy 6570